![green_white_big[1]]()

**Laurence Jackson School**

**Person Spec: Finance/HR Manager**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills, knowledge & experience** | * At least two years’ experience of successfully leading and managing a finance/HR team
* At least two years’ experience of budget setting in a school environment
* Experience of managing absence and payroll
* Experience of advising and managing staff on a variety of HR issues such as salary and absence
* Good ICT skills, including Microsoft Office
* Experience of using budgeting software
* Able to gather, analyse and evaluate figures accurately to produce management reports and information to agreed deadlines
* Awareness of data protection, safeguarding, security and confidentiality
* Effective presentation and communication skills
* Knowledge of current legislation affecting the recruitment and selection of staff
 | * Educated to degree level or equivalent appropriate financial qualifications (AAT or equivalent)
* Awareness of and understanding of education finance and reporting requirements
* Experience of leading the strategic financial planning for a school or other organisation
 |
| **Attributes and values and personal qualities** | * An ability and commitment to promoting the school, its ethos and achievements to a variety of audiences including current and prospective parents, professionals, Governors and other Stakeholders
* Excellent organisational and line management skills
* Able to work in a team, accept delegated responsibility and delegate as appropriate
* Maintain a high level of professionalism at all time
* Able to work under pressure and meet deadlines
* Able to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information
* Personal integrity and a positive role model to others
* Ability to constructively challenge the work of self and others and a commitment to service quality and continuous improvement
* Demonstrate a passion for the education and welfare of pupils and young adults
* Excellent interpersonal skills and a high level of emotional intelligence
* Energy, enthusiasm, resilience and commitment, initiative, flexibility and sense of humour with a can do attitude
* Willingness and ability to adapt to change, learn new systems and support and develop staff
* Commitment to promoting the wellbeing and mental health of the school community
* Commitment, passion, enthusiasm and drive to achieve the very best for the pupils and the school community as a whole
 |  |
| **Other****requirements** | * Commitment to safeguarding and promoting the welfare of pupils and young adults
* Commitment to equal opportunities and the ability to recognise discrimination in its many forms and be willing to put equality policies into practice
* Excellent punctuality and professional conduct
 |  |

Application Form

Interview

Application Form

Interview